

The City of Renton is accepting applications for

LIBRARY ASSISTANT I

(Represented by 2170 AFSCME)

Salary Range: \$16.63 to \$20.24 per hour

HOURS OF WORK: (20 hours per week) Mondays 3 p.m. to 9 p.m.,
Tuesdays and Thursdays 4 p.m. to 9 p.m. and alternate Saturdays 9 a.m. to 6 p.m.

Date Opened: March 2, 2007

Date Closed: March 16, 2007

APPLICATION PROCEDURE

To be considered for this position in the Community Services Department, complete and return a **City of Renton Application and Skill Sheet** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.** Applications that are faxed or emailed will not be accepted.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of an assigned supervisor, perform a variety of standard library and clerical duties to assist patrons; provide information, assist in locating materials and demonstrate proper use of reference materials; assist in the circulation and return of library books and materials.

REPRESENTATIVE DUTIES

- Perform a variety of standard library and clerical duties to assist patrons; provide information and explain library procedures and policies, assist in locating and gathering materials and; assist patrons with the use of various machines.
- Assist patrons at a counter area; answer inquiries and routine questions and provide information; direct or refer patrons to appropriate library personnel as necessary to answer more technical questions; answer telephone inquiries and transfer calls as required.
- Prepare circulation desk for daily activities; overdue books; process newspapers.
- Assist with checking in and processing new library materials as required including books, magazines and newspapers; repair books, magazines and newspapers; and return books to shelves.
- Collect fees, fines and service charges and balance.
- Assist in preparing overdue notices.
- Route concerns and issues to appropriate library personnel; notify patrons of reserve availability of books and materials.

- Assist in maintaining a clean and orderly library environment; open and close library facilities; assure security of monies; assist in maintaining security of library materials as directed.
- Operate a variety of equipment including copier, laminating machine, computers and printers.
- Monitor patron activities to assure proper library conduct.
- Fill hold requests.
- Perform related duties as assigned.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

WORKING CONDITIONS

Work is in an office environment. Some non-standard work hours may be required.

MINIMUM REQUIREMENTS

Any combination equivalent to: graduation from high school and one year of general clerical experience including some library experience.

SELECTION PROCEDURE

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application and answering the skill inventory sheet will be invited to participate in a competitive selection scheduled for March 29 and/or March 30, 2007. The process consists of a keyboarding test requiring a net score of 40 wpm or better to pass, an alphabetic filing test requiring 80% to pass and weighted at 5% of final score, a numeric filing test requiring 80% to pass and weighted at 10% of final score.
- Applicants passing all phases of the skills tests will be scheduled for an oral interview weighted at 85% and requiring 70% to pass scheduled for April 4 and/or April 5, 2007.
- The skill inventory sheet is utilized as a means to screen applicants.
- A 6-month eligibility list may be established following completion of the testing process.

If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-03/07/bcs.*